

ORDERS OF SUCCESSION. Agencies are responsible for establishing, promulgating, and maintaining orders of succession to key positions. Such orders of succession are an essential part of an agency's COOP plan. Orders should be of sufficient depth to ensure the agency's ability to perform essential functions while remaining a viable part of the Federal Government through any emergency. Geographical dispersion is encouraged, consistent with the principle of providing succession to office in emergencies of all types. Each agency should:

- (1) Establish an order of succession to the position of Agency Head. A designated official serves as acting head of the agency until appointed by the President or relieved. Where a suitable field structure exists, appropriate personnel located outside the Washington, D.C., area should be considered in the order of succession;
- (2) Establish orders of succession to other key headquarters leadership positions;
- (3) Establish, for agencies organized according to the standard Federal regional structure, an order of succession to the position of regional director or equivalent;
- (4) Identify any limitation of authority based on delegations of authority to others;
- (5) Describe orders of succession by positions or titles, rather than names of individuals;
- (6) Include the orders of succession in the vital records of the agency;
- (7) Revise orders of succession as necessary, and distribute revised versions promptly as changes occur;
- (8) Establish the rules and procedures designated officials are to follow when facing the issues of succession to office in emergency situations;
- (9) Include in succession procedures the conditions under which succession will take place; method of notification; and any temporal, geographical, or organizational limitations of authorities;
- (10) Assign successors, to the extent possible, among the emergency teams established to perform essential functions, to ensure that each team has an equitable share of duly constituted leadership; and,
- (11) Conduct orientation programs to prepare successors for their emergency duties.